

ALERT!


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General Support Services
Office of the State Controller
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ALERT #98

TO: Department Controllers, Fiscal Officers and Other Interested Parties

FROM: Clifford W. Hall 
State Controller

DATE: February 7, 1997

SUBJECT: *Requests to Reissue Expired Warrants (Fund 100) to be Handled Entirely by Agency
IRS Tax Levy
Accounts Receivable Administrative Rule*

Requests to Reissue Expired Warrants (Fund 100) to be Handled Entirely by Agency

As required by law, proceeds of expired warrants in fund 100 are split between the Unclaimed Property Division of the Department of Treasury (non-federal portion) and the issuing agency (federal portion). Sending claimants to the Unclaimed Property Division for recovery of all or part of an expired warrant has caused a great deal of confusion. In consultation with the Department of Treasury and affected state agencies a new procedure is being instituted. Beginning February 10, 1997, agencies will coordinate reissuing all expired warrants for Fund 100. If a claimant requests reissuance of an expired warrant, the agency will reissue the full amount of the warrant using the standard procedure that is included in the Open/Close Instructions. The agency may then apply for recovery of the amount turned over to the Unclaimed Property Division (even if it is 100% of the warrant amount). A copy of the Unclaimed Property Claim Form should be requested by phone only as needed. (Call the Denver line at 894-2448 or 1-800-825-2111 to request a form.) A copy of your approved PV screen print and the completed claim form will be sufficient for the Department of Treasury to transfer the appropriate amount from the Unclaimed Property Division to your agency's balance sheet account 2751.

This new procedure will also be included in the FY96-97 Closing/FY97-98 Opening Instructions. Please call Sandy Rarick at 866-3346 if you have questions about this procedure.

IRS Tax Levy

Any state agency or division receiving an IRS tax levy against a vendor must send it immediately to:

State Controller's Office
Attn: Sandi Shultz
1525 Sherman St., Ste 250
Denver, CO 80203



Accounts Receivable Administrative Rule

The Executive Director of the Department of Personnel (General Support Services) has scheduled an Administrative Rule Hearing for Tuesday, March 4, 1997, in room B70 of the State Services Building, 1525 Sherman Street, Denver. The purpose of the hearing is to modify the definition of "Claims in the Process of Collection" used in the Accounts Receivable Collections Administrative Rule to conform to the statutory definition in CRS 24-30-202.4(2). The definition in the administrative rule follows with the new language in bold:

Claims in the Process of Collections - Any debts in the possession of the state controller for **less than** ninety (90) days, debts on which payments are being made or on which payments have been promised, and debts on which suit has been brought.

No other changes will be considered to the rule, which became effective on January 1, 1997. Should you have questions, please contact John Ivy in the State Controller's Office at (303) 866-3765.

This rule will soon be available at our internet web site (http://www.state.co.us/gov_dir/gss/acc).